

Holiday Decoration Criteria for Festive Gatherings

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name]

Subject: Holiday Decoration Guidelines for Upcoming Festive Gatherings

Dear [Recipient's Name],

As we approach the holiday season, we would like to outline the criteria for decorations at our festive gatherings. This will ensure a cohesive and joyful atmosphere for all attendees. Please adhere to the following guidelines:

- **Theme:** Each gathering should have a unifying theme that reflects the spirit of the holiday.
- **Color Palette:** Limit primary colors to [insert colors] to create a harmonious look.
- **Eco-Friendly Materials:** Use sustainable decorations whenever possible, including reusable items.
- **Size Limitations:** Ensure decorations do not obstruct walkways or essential service areas.
- **Personal Items:** While personal touches are encouraged, please keep them respectful and appropriate.

We appreciate your cooperation in creating a festive and welcoming environment. Should you have any questions, please feel free to reach out.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]